



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	CARPENTER LEADER
3	<b>Posting Number</b>	PN# 112955
4	<b>Department</b>	Building Services
5	<b>Division</b>	Design & Construction
6	<b>Section</b>	Carpentry/Cabinet Shop
7	<b>Reporting Location</b>	1205 Dart*
8	<b>Workdays &amp; Hours</b>	M-F; 6:30 – 2:00 pm* *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Supervises and performs the construction, repair, modification and maintenance of structures composed of wood or wood-substitute materials adhering to codes, ordinances and specifications. Supervises, performs and coordinates work assignments, personnel resources and schedules to ensure completion of projects. Reviews and inspects completed projects, meeting plans and specifications. Works with crews to complete complex projects. Prepares, reviews and monitors various reports, records and documentation. Calculates estimated project costs and analyses. Researches and identifies vendors to provide the most competitive services and goods. May transport crews to and from job sites.

10 **WORKING CONDITIONS**  
This position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a high school degree or a GED certificate.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
Four years of experience in carpentry are required.

13 **MINIMUM LICENSE REQUIREMENTS**  
Valid Class C Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).

14 **PREFERENCES**  
Working - supervisory experience preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**  
None

16 **SAFETY IMPACT POSITION**      ☒Yes   ☐No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  

Salary Range – Pay Grade 19  
\$1,094 - \$2,021 Biweekly      \$28,444 - \$52,546 Annually

18 **OPENING DATE**      August 30, 2006

19 **CLOSING DATE**      Open until filled.

20 **APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer